

I Process Charting

Appointment - Transfer - Recruitment -
True Separation - Resignation - Transfer to Another
Agency -
Promotion - Grade - Within Grade
Separation - Funds
Name Change -

II

Reports Mgt.

IN Process - See PDM —

III

Correspondence Mgt.

1. Use of Form letters & Pattern P's etc.
2. Time Required to Answer
3. Tone of letters
4. Length of "

IV

Filing Systems

1. Present Procedures
2. Equipment and Supplies
3. Use of Punch Card methods
4. 45

V

Vital Materials
Requirement
Schedule
Procedure

VI

Office Machine and Equipment

VII

Mail Processing-

IX